

Workforce Development Coordinator Tompkins County

Department: Workforce Development
Classification: Competitive
Labor Grade: 14
Approved: 1/1/06
Revised: 3/12; 10/14; 2/20
By: LG, Deputy Commissioner of Human Resources
BBP Risk Factor: N/A

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree **AND** two years of full-time paid (or the equivalent part-time) experience as an educator, counselor, caseworker, employment interviewer or similar title in a community action, social service, education or similar agency dealing with employment, education or training; **OR**
2. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree or possession of sixty college credit hours **AND** four years of full-time paid (or the equivalent part-time) experience as an educator, counselor, caseworker, employment interviewer or similar title in a community action, social service, education or similar agency dealing with employment, education or training; **OR**
3. Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time) experience as an educator, counselor, caseworker, employment interviewer or similar title in a community action, social service, education or similar agency dealing with employment, education or training; **OR**
4. Any combination of training and experience equal to or greater than that defined in (a), (b) and (c) above.

SPECIAL REQUIREMENTS: Must possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

A Workforce Development Coordinator is responsible for coordinating the workforce development programs for youth, young adults, adults and dislocated workers including the year-round and summer youth employment programs for Tompkins County. This program provides educational, vocational and employment support, preparation and training for youth and young adults 14 to 24 years of age. In collaboration with local agencies, education institutions and private employers, an incumbent in this class will develop a comprehensive youth education, employment and training program. This employee will also assist the Employment and Training Director with sub-contract oversight, budget monitoring, program monitoring and implementation to ensure supportive services, eligibility within funding guidelines and assistance with educational plans and job placements. An incumbent in this class supervises select employees in his or her division. The Workforce Development Coordinator works under the general supervision of the Employment and Training Director with wide leeway allowed for the exercise of independent judgment when carrying out the duties of the position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the E&T Director with sub-contract oversight, budget monitoring, program monitoring and implementation to ensure supportive services, eligibility within funding guidelines, assistance with educational plans and job placements are delivered;
- Researches, keeps informed of and translates federal, state, and local employment and training regulations, labor trends and labor market information into day to day operations;
- Manages and coordinates youth development programs for Tompkins County youth providing educational support, training, and vocational and occupational preparation and training services for youth and young adults 14-24 years old;
- Oversees orientation, worksite reviews and youth placement for businesses and organizations employing JobLINK / SYEP youth;

- Maintains overall responsibility for the development of a comprehensive youth education, employment and training program in collaboration with local agencies, educational institutions, and private employers;
- Convenes team meetings, develops training, program tools, procedures, and standardized forms;
- Provides direct service and case management – evaluates and assesses customer skills, aptitude, qualifications, needs, and barriers to education and employment, and develops training and employment plans;
- Facilitates 1-1 sessions and group workshops in job readiness and life skill development including: communication, teamwork, customer service, workplace expectations, job search preparation, employee-employer relationships, coping skills, etc.;
- Provides direct supervision and training for staff;
- Assures all program, employer and customer records are in compliance with federal and state regulations governing the funding;
- Develops and maintains comprehensive records as needed in the electronic database (OSOS) utilized by the Workforce Development System;
- Prepares and collects data and creates reports for the Office of Employment and Training Director, Workforce Development Director and/or appropriate committees of the local Workforce Development Board regarding program statistics, performance and service delivery;
- Act as liaison with local educators, private industry and local, regional, state and federal agency representatives involved in career development, education and training;
- Makes periodic visits to contracted agencies and employment sites to evaluate progress, ensure compliance assist with program implementation, monitor job training outlines, and completes required record keeping;
- Attends regular meetings and job fairs with local businesses and agencies to assess labor trends, local vacancies and staff development opportunities;
- Actively participates in applicable business or employment related organizations;
- Coordinates with other partner agencies to ensure customers have access to available resources, services and positive placement outcomes;
- May administer vocational and achievement tests and assists customers and staff in formulating appropriate training or education plans;
- Secures and maintains a variety of instructional materials, supplies and equipment;
- Provides advisory and consultative services to contract agencies and customers concerning the development and implementation of education, skills and job training;
- Oversees the coordination and design of program publications and youth recruitment (i.e.; marketing materials, information dissemination, press releases, outreach, etc.).

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS REQUIRED:

- Working knowledge of administrative supervision;
- Working knowledge of federal, state, and local employment and training regulations;
- Working knowledge of services available for customers and potential barriers to employment;
- Working knowledge of labor trends in local business and industry;
- Good knowledge of local community service organizations and their programs;
- Skill in the operation of a personal computer and associated software and hardware;
- Ability to evaluate employee performance and recommend corrective action to establish compliance;
- Ability to establish and maintain cooperative and effective working relationships with partner agencies within Workforce Development;
- Ability to organize work and carry out duties autonomously;
- Ability to write grants, develops, manages and amend contracts;
- Ability to communicate effectively;
- Ability to prepare and present written oral reports to state and local agencies;
- Ability to prioritize tasks and follow through effectively;
- Ability to work well in teams and work groups;
- Self-motivated, highly organized;
- Strong interpersonal skills;
- Creative thinking, tact, initiative, and good judgment;
- The employee's physical condition shall be commensurate with the demands of this position.

Originally created 1/06